P.K.

☐

Meet Mon. to discuss Sep.

Yes

Not working
Not good for org
~~wh~~

Agrees

Willing to discuss

Amt of time for transition
Schedule in meantime

Paid time off (32° ?)
(pay ~ 6/1) ($500 ?)

No

w/o chgs
This can't
go on

- Revisit issue in 2 wks.
- Work w/ Keith in meantime

MAJOR

- Lack of confidence in his abilities among staff
- People having diff. working w/him ~~here~~ (exception here)
- Not respecting KT's decisions

MINOR

- writing copy

☐

Job search

- Interviewing off-site / when PK not here
- No over-lap w/ PK
- Need more orientation
  - esp. welcoming / individual outreach
  - org. history / where yr. job fits in

$8^{\underline{42}}$ USAir #33 (Pittsburgh)

[illegible]

1500

- Bothering our subscribers less
- Reduce junk mail
- Another way to communicate w/ readers
- Deliver more to them

- Copywriting:

Ask Peter re. what would be necessary
for the person to fill this position

Fulf:

Define job

- responsibilities
- hours (30+ to FT)

☐ Job being advertised ?

Figure back from 1991 Breakeven for WER

KT & KJ review

~~before~~ 4/22 Present to PK (& present to WER comm.)

by ~5/20 PK develop specific goals (w/ KJ)

- propose add'l resources needed

Mail 5/22 Preliminary Point Budget to Board 5/29

Final Budget approval by Board

Perhaps a way to organize.

OUTCOME ~~Meet goals~~ →

PROCESSES

~~Subscription~~
~~Establish schedule~~
~~Coordinate WER mtgs~~
~~Renewal/Service~~
~~Supporting Sub~~
~~Promo for in mag & in book & special~~

Newsstd.

more detail?

~~Ffllmt.~~

~~as listed, & train,~~
~~perf reviews, etc. & manage Ffl staff.~~

Analysis
Evaluate cost per new sub
Evaluate % on renewals.

~~Mailing List~~

~~Annual tasks~~
~~-prep budget & goals for approval~~

~~Monthly tasks~~ →
~~- reports~~ →
~~- do specifically what for Acctg — talk to CG.~~
~~- review Ffl invoices, postal rpts, etc.~~

?

~~Where to put hiring -~~
~~is it, "recruit, make~~
~~recdn, for apprvl by Exec~~
~~Dir."~~
~~Pay to be established~~
~~by Exec Dir., at recdn~~
~~of Cir Div.~~

~~Coord. roles.~~

~~WER Biz Mgr.~~

~~Other Depts.~~

w/ ~~Promotional~~ ~~dept or consultants.~~